



JOB DESCRIPTION FORM

IT Security and Infrastructure Manager (CCC0539)

Corporate Services Directorate

POSITION DETAILS

Classification Level:	Level 7
Award/Agreement:	CCC Industrial Agreement 2013 (or subsequent replacements)
Position Status:	Up to 5 year appointment
Organisation Unit:	Corporate Services Directorate - Information Technology
Responsible To:	Assistant Director Information Technology- Level 8
Direct Report:	Nil

ROLE SPECIFIC RESPONSIBILITIES

The Corporate Services Directorate ensures the delivery of high quality corporate support services to the Commission. This includes the effective and efficient delivery of human resources, financial services, information technology services, information and knowledge management, occupational safety and health compliance, and security and facilities services.

The **IT Security and Infrastructure Manager** is responsible for ensuring the Commission's IT systems and infrastructure remains contemporary, secure, reliable and fit for purpose. This includes exploring emerging technology and IT services to enable incremental improvements to implement technology that best supports the Commission's business and operational activities.

- Plans, develops and implements strategies, policies and procedures that govern the management and maintenance of the IT infrastructure, and meet corporate security standards and guidelines, enabling and ensuring optimum performance.
- Provides authoritative advice and guidance on the requirements for IT security controls in collaboration with experts and other stakeholders.
- Oversees and contributes to the investigation of IT security breaches, taking corrective action and reporting on outcomes. Reviews application and system framework to ensure that security standards meet industry best practice.
- Establishes requirements for appropriate governance and provides governance advice across the Commission's technology platform, including the integration of corporate systems with other IT solutions.
- Maintains contemporary knowledge and understanding of Information Technology best practice. Engages with industry experts and relevant stakeholders across the Commission to implement contemporary and innovative information technology solutions
- Develops, establishes and liaises with external providers for network, telecommunication and application implementation including management of support agreements.
- Engage and negotiate with customers, vendors and service providers to work towards a solution or the timely resolution of incidents.
- Develops and maintains Information Technology business processes to ensure effective management of computing systems, network and application; and works with directorates to ensure IT considerations are incorporated into business solutions.
- Develops, manages and supervises delegation of work to service provider and/or staff to ensure that day-to-day system and infrastructure support remains efficient and effective; including management of

- service level agreement of existing IT service contracts.
- Assist as required in the resolution of IT issues.

ESSENTIAL CAPABILITY REQUIREMENTS

Five core capabilities form part of the Commission's [Capability and Leadership Framework](#). They define the desired behaviours and capabilities required for successful performance at the Commission. Each capability is supported by a set of behavioural indicators which are accessible from the Commission's [website](#).

Applicants will be assessed on the following essential capability requirements and will need to ensure consideration is given to the behavioural indicators relevant to the classification level and within the context of the advertised role.

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| Shapes and manages strategy | <ul style="list-style-type: none">• Anticipates, analyses and manages emerging issues. Develops innovative solutions to complex problems. |
| Achieves results | <ul style="list-style-type: none">• Works independently and manages individual and team work deliverables, as required. Proactively collaborates with others to achieve results. Displays a strong work ethic and resilience. |
| Builds productive relationships | <ul style="list-style-type: none">• Proactively builds trust and effectively collaborates and maintains relationships with a diverse group of stakeholders. |
| Exemplifies personal integrity and self awareness | <ul style="list-style-type: none">• Displays judgement, initiative and professionalism and encourages these standards in others. Continually develops self and others. |
| Communicates and influences effectively | <ul style="list-style-type: none">• Communicates complex information in a clear and compelling manner for the target audience. |
| Role Specific | <ul style="list-style-type: none">• Substantial proven experience in designing, implementing, managing and supporting local and wide area networks; in an enterprise Microsoft Windows environment.• Extensive and demonstrated experience in designing, implementing and managing the security controls of a complex computer environment.• Proven ability to deliver quality and timely services in a complex business environment. |

PRE EMPLOYMENT REQUIREMENTS

To be appointed to the position of **IT Security and Infrastructure Manager** you will need to:

- be an Australian citizen or be immediately eligible for Australian Citizenship; and
- undergo and maintain stringent security vetting.

Working Conditions/Special Allowances: Ordinary hours of duty Monday to Friday, however, the position may be required to work outside normal hours for operational reasons in accordance with the relevant Industrial Agreement(s).

CERTIFICATION

The details contained in this document are an accurate statement of the responsibilities and capabilities of the position.

Ray Warnes



18 September 2019

CHIEF EXECUTIVE

Signature

Date